WERNETH AND FREEHOLD COMMUNITY DEVELOPMENT PROJECT
Report and Financial Statements

FOR THE YEAR ENDED 31ST MARCH 2019

Charity Number 1035594
Company Limited by Guarantee
Registration number 2889356
Werneth and Freehold Community Development Project
Report and Financial Statements for the year ended 31st March 2019

3. Legal and Administrative Information
4. Management Committee/Trustees Information
5. Trustees/Directors report
11. Independent Examiners Report
12. Statement of Financial Activities
13. Notes forming part of the financial statements
Werneth and Freehold Community Development Project
Legal Information about the Werneth and Freehold Community Development Project

The Management Committee presents its report and the financial statements for the year ended 31 March 2019

Reference and Administrative Information

Charity Name: Werneth and Freehold Community Development Project

Charity Registration Number: 1035594

Company Registration Number: 2889356

Bankers: Co-operative Bank PLC
P O Box 250
Delf House
Southway
Skelmersdale
WN8 6WT

Accountants: Godfrey Holland
Landmark House
Station Road
Cheadle Hulme
Cheshire
SK8 7BS

Registered Office and Principal Address:

14 Tamworth Street
Werneth
Oldham
OL9 7QU

Telephone Number: 0161 628 2235
Web address: www.wfcdp.com
e.mail: wfcdp@hotmail.com
Werneth and Freehold Community Development Project
Information about the Werneth and Freehold Community Development Project
cont..........,

Directors/Trustees/Management Committee
Officers:
Chair: Rev Howard Sutcliffe
Treasurer: Tina Graham
Secretary: Steph Gill

Sponsoring Group representatives:
Freehold Community School: No nominations received
UK Islamic Mission: No nominations received
Pakistani Cultural Association: No nominations received
Werneth Jamia Mosque: No nominations received

Christ Church, Chadderton: Christine Mee
Linda Nuttall

Community Representatives: Rev Howard Sutcliffe
Karen Whitworth
Tina Graham
Steph Gill
Fazal Rahim

Co-options: Cllr Javid Iqbal

Senior Staff Member:
Yvonne Burrows – Project Co-ordinator
Werneth and Freehold Community Development Project.
Report of the Trustees

Structure, Governance and Management

The organisation is a charitable company, limited by guarantee, incorporated on 19th January 1994 and registered as a Charity on 24th March 1994. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

Recruitment and Appointment of Management Committee

The directors of the company are also charity trustees for the purposes of charity law and under the company’s Articles are known as members of the Management Committee. Under the requirement of the Memorandum and Articles of Association the Management Committee shall comprise of not less than seven and not more than twenty six members made up as follows:

a) Up to three representatives may be appointed by each of the following groups:
   - UK Islamic Mission
   - Pakistani Cultural Association
   - Christ Church, Chadderton, Parochial Church Council
   - Freehold Community School
   - Werneth Jamia Mosque
   - Such other groups as may be admitted to membership of the organisation from time to time.

b) Up to seven elected representatives of the community served by the Project, such representatives to be elected at the Annual General Meeting, from amongst the membership.

c) Such persons as may be co-opted by the Management Committee (not being more than one third of the total number of the Management Committee) who shall have full voting rights.

Trustee Induction and Training

New trustees are invited and encouraged to attend training sessions to familiarise themselves with the charity and the context in which it operates. These are jointly led by the Chair of the Management Committee and the Project Co-ordinator and cover:

a) The obligations of the Management Committee members
b) The main documents which set out the operational framework for the charity including the Memorandum and Articles of Association

c) Resourcing and the current financial position as set out in the latest published accounts

d) Future plans and objectives.
Werneth and Freehold Community Development Project.
Report of the Trustees cont.............

There is also an annual ‘Away Day’ for Management Committee and staff for reflection and forward planning.

Risk Management

Procedures are in place to ensure compliance with current legislation and good practice to ensure the health and safety of staff, volunteers, service users and visitors to the Project. The staff work in different locations, all premises and activities are risk assessed. All staff undertake relevant training to reduce risk.

The Welfare Rights surgery maintains its consistent quality of delivery. The preschool operates under the OFSTED framework and staff undertake training to ensure the high standard of work is maintained.

We have counteracted the risk of inadequate funding by looking to some long-term funding schemes.

Organisation Structure

The Werneth and Freehold Community Development Project has a Management Committee of members who meet every eight weeks. These members are representatives from local residents, organisations and young people. The committee is representative of the local community in terms of its mix of people from different ethnicity, cultures, religions, gender and age. The committee are responsible for the strategic direction/policies of the charity. The Project Co-ordinator is responsible for the management of the centre, supervision of staff team and ensuring the team continues to develop their skills and working practices in line with good practice. The Co-ordinator is also responsible for ensuring that the charity delivers services specified by funders and key performance indicators are met.

It is the responsibility of the Project to deliver quality services which respond to the needs specified by the local community.
Werneth and Freehold Community Development Project.  
Report of the Trustees cont.............  

Related Parties  

Policies to achieve objectives  

The Project aims to meet the needs of the people of the Freehold area of the Werneth Ward. This area is one of serious social and economic disadvantage, compounded by the difficulties and challenges of a multi-cultural community. The Project works on community development principles, supporting people and meeting their need to be valued and supported and, in particular, enabled to work individually or corporately to improve the quality of their lives. The Project aims to reduce inequality and disadvantage, and to promote understanding and friendship across potential and actual barriers of race, culture, and religion. It is making a small contribution to the more just multi-cultural society, to which it is in our common interest to aspire.  

The Project meets its aims through the employment of staff, the development of partnerships with other agencies and by the use of volunteers and trainees on placement.  

The Werneth and Freehold Community Development Project Limited (WFCDP) is committed as an equal opportunities employer to eliminating all forms of discrimination, whether based on race, sex, disability, sexual orientation, age or religious belief, both through its work, and through its employment policy and practices. We consider such forms of discrimination to be demoralising for those who are affected and divisive and degrading for those who practice discrimination.  

Development, activities and achievements in the year.  

The following section gives up to date information about the Project’s development, activities and achievements in the last year.  

Advice Work  

We provide Welfare Rights Advice throughout the week, supported by our own staff/volunteers. We provide a weekly job search surgery and help people into education or training and support with CV’s, application forms and interview tips. Our staff and volunteers assist people from the community by translating and explaining written English, by writing letters to statutory agencies and services, making telephone calls on their behalf and mediating with debtors. We also have Job Seekers Advice session giving help and advice on training courses, job searches, work trials and placements. The Community Safety Officer holds regular advice surgeries. The C.A.B hold a satellite surgery in our centre one morning every two weeks, giving front line advice and arranging further appointments or signposting where necessary. The Early Help, Oldham deliver a weekly hub to people needing help and advice. They refer people to various agencies, assist with benefits and Universal Credit.
Werneth and Freehold Community Development Project.
Report of the Trustees cont..............

Work with Women

- Our work together with Oldham College, WEA, Oldham PCT, and Lifelong Learning to maintain and support women's groups continues. Groups meeting at present include computer skills, English, garment making, health, well-being and fitness, henna, cookery, hair and beauty, grow and taste.

- The Werneth Together group meet weekly at our premises.

- We have a weekly women's coffee morning which is a discussion group.

- We have done extensive work with women relating to health issues. We continue to encourage the women to be active through walks, exercise and the use of our Flabuloss machine.

- We hold a weekly group for women living in difficult circumstances and our worker is available for one to one support throughout the week.

- We secured funding from NLDC (Neighbourhood Learning in Deprived Communities) to outreach and encourage new people to enrol onto classes.

Work with Men

- We have developed a discussion group for men, including lunch.

- Open days and Jobs workshop in partnership with other agencies continues.

Work with children (2-11 years)

- We continue to manage the Panda Pre-school Playgroup operating from Christ Church Community Rooms. We are allowed up to 41 children per session 5 mornings and 3 afternoons a week, term time only.

- In our second Pre-school in Coppice, we are allowed 20 children per session and open 5 mornings and 5 afternoons per week, term time only.
We also plan, organise and implement a summer playscheme and holiday play days for children aged between 7-11 years.

We continue to run a Junior Youth Club, which meets 1 evenings and Saturday morning each week. This work is funded by Children in Need.

Our youth workers visit St Patrick's School, once a week, during the lunchtime period to deliver play activities and to promote our youth sessions.

Work with young people

Through our outreach we have organised regular weekly activities for young men and women aged 12-19 years. This work is funded by Children in Need.

Our group for young men is very busy meeting two nights a week, funded by Children in Need.

Our young girls' group has proved very successful encouraging girls aged 11 - 18 to get involved with activities on one evening and Saturday morning each week.

We provided a wide-ranging summer programme for young people: extra sessional workers and volunteers were employed.

We have supported young people in addressing personal issues eg pregnancy, drugs, homelessness etc.

Through our youth work provision we have supported young people involved in gangs, gun and knife crime issues in the locality.

We have involved young people as volunteers and sessional workers during our playscheme and our regular youth provision.

Other Work

We have a weekly NHS baby clinic where babies can be weighed and parents can speak to health professionals.

Our Project is represented on the Oldham Play Action Group Board.

Our building can be used by the local community for small family functions.

Our building is used for meetings by Great Places Housing group, Early Years and other agencies.
Werneth and Freehold Community Development Project.
Report of the Trustees cont.............

Staff Training and Project Development
Staff have undertaken various courses including Asset Based Community Development Course, level 5, Leaders and Managers in Childcare, Community Work Training, First Aid, SENCO, Sign along. Risk Assessment and Child Protection Training. Regular bi-weekly team meetings are held.

We have worked to raise our profile in the community, we have formalised our ‘branding’, put our name on the outside wall and developed a web site for both the organisation and the pre-schools. We have developed a face-book and twitter account. We use whatsapp to contact groups.

We employ a Project Co-ordinator, Administrator/Development Worker, 10 x Youth Workers, 1 x Early Years Co-ordinator, 2 x Pre-school Managers, 2 x Deputy Managers and 11 x Assistants, and a cleaner.

Public Benefit
The trustees have had regard to the guidance on public benefit published by the Charity Commission.

Financial Matters
General funds showed a small surplus of £3,436 (after fund transfers) in the year.. At the year-end general funds carried forward were £14,672 and restricted funds carried forward were £51,274.

The Trustees are actively pursuing addition sources of funding, core funding is continuing in 2019/20 and the Trustees consider the financial position of the Project to be satisfactory.

Reserves Policy
The Trustees have reviewed the organisation’s need for reserves and consider that one month’s running costs should be retained in general funds. At the year end the general funds were below this target, the trustees plan to meet the objective in the medium term.

Conclusion
The Project has continued to maintain and develop its work in accordance with its agreed priorities.

Audit Exemptions
The trustees have decided to take advantage of the audit exemption provisions of the Companies Act.

Approved by the trustees (directors) on 26th September 2019 and signed on their behalf by:

Tina Graham
Treasurer

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Werneth & Freehold Community Development Project
Independent Examiners Report to the Trustees of Werneth & Freehold Community Development Project (‘the Company’).

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31st March 2019.

Responsibilities and basis of report
As the charity’s trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 (‘the 2006 Act’).

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity’s accounts as carried out under section 145 of the Charities Act 2011 (‘the 2011 Act’). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner’s statement
Since the Company’s gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a ‘true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Frank Richard Godfrey FCCA
Goddrey Holland
Landmark House
Station Road
Cheadle Hulme
Cheshire
SK8 7BS
26th September 2019
Werneth & Freehold Community Development Project  
Statement of financial activities (incorporating income & expenditure account) for the year ended 31st March 2019

<table>
<thead>
<tr>
<th>Notes</th>
<th>General funds</th>
<th>Restricted funds</th>
<th>Total 2019</th>
<th>Total 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>£</td>
<td>£</td>
<td>£</td>
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**Income**

From charitable activities:
- Oldham M.B.C. - main grant: 32,000
- NLDC development work: 11,500

**Panda playgroups:**
- Early years grant: 171,725
- Special education needs & disabilities grant: 24,502
- Parents contributions: 11,230
- Other: 4,637

**Children in Need - youth work:** 39,593

**Action together - Connect project:** 2,170

**Action together - Expect Respect project:** 20,000

**Other income (including contracts):** 6,531

**Total income:** 50,031

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<thead>
<tr>
<th></th>
<th>General funds</th>
<th>Restricted funds</th>
<th>Total 2019</th>
<th>Total 2018</th>
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<td></td>
<td>£</td>
<td>£</td>
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**Expenditure**

Charitable activities:
- Salaries, inc. employers NI & pension: 2 14,768
- Staff training & travel: 74
- Rent, rates, insurances, repairs & services: 16,273

**Activities & groups:** 6,640

**IT equipment & consumables:** 155

**Accountancy & independent examination:** 1,020

**Other:** 3,653

**Total expenditure:** 42,583

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<thead>
<tr>
<th></th>
<th>General funds</th>
<th>Restricted funds</th>
<th>Total 2019</th>
<th>Total 2018</th>
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<td></td>
<td>£</td>
<td>£</td>
<td>£</td>
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</table>

**Net income (outgoings):** 7,448

**Transfers between funds:** 4,012

**Total funds at 1 April 2018:** 11,236

**Total funds at 31 March 2019:** 14,672
Werneth & Freehold Community Development Project
Balance sheet as at 31st March 2019
Company Registration No. 2889356
Charity registration no. 1035594

<table>
<thead>
<tr>
<th>Notes</th>
<th>2019</th>
<th>2018</th>
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<tbody>
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<td></td>
<td>£</td>
<td>£</td>
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</table>

**Fixed assets**
Tangible assets 3 1 1

**Current assets**
Cash at bank & in hand 49,902 47,828
Grant & services debtors 3,414 1,198
Prepayments 629 629

**Creditors**
Amounts falling due within one year 2,672 11,175

**Net current assets/(liabilities)**
51,273 38,480

**Total assets**
51,274 38,481

Represented by

**Accumulated funds:**
General 5 & 6 14,672 11,236
Restricted 5 & 6 36,602 27,245

**51,274 38,481**

For the year ended 31st March 2019 the Project was entitled to audit exemption under section 477 of the Companies Act 2006. No notice has been deposited under section 476 by members requesting an audit in relation to the accounts for the financial year. The trustees acknowledge their responsibility for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts. The accounts have been prepared in accordance with the special provisions applicable to companies subject to the small companies regime.

Approved by the trustees on 26th September 2019 and signed on their behalf by:

[Signature]
(Trustee/Director)
Tina Graham

The accompanying notes form an integral part of these accounts.
Werneth & Freehold Community Development Project
Notes to the accounts for the year ended 31st March 2019

1. Accounting policies

Basis of Accounting. The financial statements have been prepared under the historical cost convention and in accordance with the Companies Act 2006, the Financial Reporting Standard 102 (FRS102) Section 1A applicable to small entities and the Charities Statement of Recommended Practice (SORP) FRS102.

Fund accounting. Unrestricted funds are corporate funds available for use at the discretion of the directors in accordance with the Project’s objects. Restricted funds are trust funds subject to specific restrictive conditions imposed by the grantor. Designated funds comprise unrestricted funds which have been set aside by the directors for specific purposes.

Incoming resources. All income is accounted for on a receivable basis. Any grants whose use is restricted by the grantor to some future accounting period are accounted for as deferred income until the restriction has been satisfied.

Resources expended. All resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered.

Debtors. Short term debtors are measured at transaction price, less any impairment losses for bad and doubtful debts.

Creditors. Short term creditors are measured at transaction price.

Taxation. As a registered charity the company is generally exempt from Income Tax and Capital Gains Tax but not from VAT.

Gifts in kind. Voluntary income received by way of donations and gifts is included in full in the Statement of Financial Activities when receivable. The value of services provided by volunteers has not been included.

Depreciation. Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

| Equipment | 33.3% straight line |

Pensions. Contributions in respect of the company’s defined contribution pension scheme (qualifying auto-enrolment scheme) are charged to the income and expenditure account for the

2. Employees, trustees & related parties.

The trustees did not receive any remuneration or re-imbursement of expenses during the year.

The average number of employees during the year was:

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fixed term contract employees - head count basis</td>
<td>25</td>
<td>26</td>
</tr>
</tbody>
</table>

No employee received emoluments of more than £60,000.

There were no related party transactions requiring disclosure in the year.

Salaries in the statement of financial activities includes Employers NI of £10,311 and Employers pension costs of £4,804.
Werneth & Freehold Community Development Project
Notes to the accounts for the year ended 31st March 2019

3. Fixed assets

Cost:
brought forward & carried forward

Depreciation:
brought forward & carried forward

Net book value:
31.03.19
31.03.18

4. Creditors - amounts falling due within one year

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creditors &amp; accrued expenses</td>
<td>1,851</td>
<td>7,867</td>
</tr>
<tr>
<td>Tax &amp; social security</td>
<td>821</td>
<td>3,308</td>
</tr>
<tr>
<td></td>
<td><strong>2,672</strong></td>
<td><strong>11,175</strong></td>
</tr>
</tbody>
</table>

5. Funds

<table>
<thead>
<tr>
<th></th>
<th>Brought forward</th>
<th>Incoming resources</th>
<th>Outgoing resources</th>
<th>Transfers between funds</th>
<th>Carried forward</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2018/19</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General funds</td>
<td>11,236</td>
<td>50,031</td>
<td>42,583</td>
<td>(4,012)</td>
<td>14,672</td>
</tr>
</tbody>
</table>
| Restricted funds:
  Panda playgroups     | 7,021           | 212,094            | 208,411            |                          | 10,704          |
  Children in Need - youth work | 8,878 | 39,593 | 42,573 | - | 5,898 |
  Awards for All       | 2,468           | 2,468              | -                  |                          | -               |
  Action together - Connect Project | 8,878 | 2,170 | 15,060 | 4,012 | - |
  Action together - Expect Respect/Respect Me | - | 20,000 | - | - | 20,000 |
| **Total funds**       | **38,481**      | **323,888**        | **311,095**        |                          | **51,274**      |

Represented by:

- General funds
  - £14,671
  - £36,602
  - £51,273
- Restricted funds
  - £1
- Total
  - £14,672
  - £36,602
  - £51,274

Restricted funds carried forward will be utilised in the current financial year.

6. Changes in reserves

<table>
<thead>
<tr>
<th></th>
<th>General</th>
<th>Restricted</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance at 1.4.17</td>
<td>9,008</td>
<td>41,928</td>
<td>50,936</td>
</tr>
<tr>
<td>Net outgoing resources for the year</td>
<td>2,228</td>
<td>(14,683)</td>
<td>(12,455)</td>
</tr>
<tr>
<td>Balance at 31st March 2018</td>
<td>11,236</td>
<td>27,245</td>
<td>38,481</td>
</tr>
<tr>
<td>Net incoming resources for the year</td>
<td>3,436</td>
<td>9,357</td>
<td>12,793</td>
</tr>
<tr>
<td>Balance at 31st March 2018</td>
<td>14,672</td>
<td>36,602</td>
<td>51,274</td>
</tr>
</tbody>
</table>
Werneth & Freehold Community Development Project
Notes to the accounts for the year ended 31st March 2018

7. Related parties.
There were no related party transactions requiring disclosure.

8. Other information
The project is a public benefit entity incorporated as a company in England (no. 2889356) and it is a registered charity (no. 1035594). Registered office 14 Tamworth Street, Werneth, Oldham OL9 7QU